

# Cleanliness Guidelines for York University Apartments

Your health and safety, and that of your community, is important to us. As such, we've developed some guidelines to ensure the best standards of cleanliness are maintained. Please care for your unit by cleaning up your garbage, supporting our recycling efforts, and reporting maintenance issues and vandalism.

Custodial staff regularly clean common areas such as stairwells and lobbies. Cleanup of personal items and extraordinary or deliberate messes is not part of this regular service. You are responsible for ensuring the cleanliness and tidiness of your unit, in addition to the common areas surrounding your unit.

## CLEANING KIT ESSENTIALS

You will need some basic cleaning supplies to keep your unit in its best condition. We suggest the following items:

- Disinfecting wipes  
(Clorox or Lysol Disinfecting Wipes)
- Multi-surface cleaner  
(Fantastik, Lysol, Mr. Clean, etc)
- Shower, tub, and tile cleaner  
(Vim, CLR, Lime Away, Scrubbing Bubbles, etc)
- Toilet bowl cleaner  
(Lysol, Clorox, etc) and toilet brush
- Window cleaner  
(windex, etc,)
- Cleaning cloths and sponges  
(rags, microfiber cloths, J-cloths, paper towels, etc.)
- Rubber gloves
- Broom, mop, pail
- Vacuum



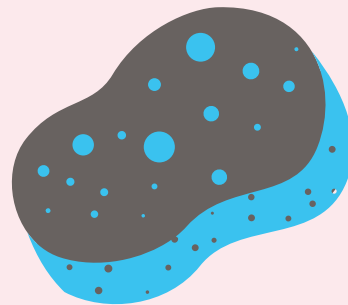
## CLEANING DOs & DON'Ts

### DOs

- Use rubber gloves to avoid direct contact with cleaning chemicals
- Wear a mask and ensure proper ventilation while using cleaning products
- Open windows when possible
- Read all instructions before using a cleaning product
- Tidy before cleaning to reduce your workload and to reduce tripping



### DON'Ts



- Mix any cleaning products – when combined they can be dangerous
- Use metal scours or abrasive chemicals on surfaces as these items may cause damage leading to future maintenance and cleaning problems
- Use excessive force when cleaning scuffs and marks from painted surfaces as that may remove the paint
- Pour grease, oil, or food down the drain in sinks or bathtubs



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### ENTRANCE, HALLWAYS, LIVING ROOM & BEDROOMS

- Keep floors and halls free of clutter to prevent tripping/falling hazards
- Dispose of garbage daily to avoid foul smells and attracting pests
- Secure and tie all garbage bags and dispose into garbage chutes (where applicable)
- Clean spills on carpet immediately to avoid permanent stains
- Keep front door free and clear of large bulky items to allow for emergency exit
- Vacuum and sweep your floors routinely to remove any food/dust/dirt particles.
- Clean pet hair and pet litter regularly. Clean up after your pets immediately if accidents occur.
- Dust surfaces regularly



### KITCHEN

- Keep surfaces clear of clutter
- Wash dishes. Avoid leaving unwashed dishes overnight.
- Mop the kitchen floor including behind the appliances to prevent a build-up of stains and grease
- Pull out your stove and fridge and clean behind the walls, floors, and the sides of the appliances
- Clean food and spills from tables and counters to prevent damaging the wood material
- Wipe splatters from cooking and washing areas, such as stove tops, sinks, walls, countertops
- Take recycling to Waste/Recycle Centres outside of the building

### BATHROOM

- Keep floors clean from any urine, stains, and spills
- Wipe standing water, toothpaste, gels, etc. from counters
- Clean your bathtub and sink from hair and mold build-up
- Keep your toilet bowl and the toilet base clean

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### TIPS FOR TOUGH AREAS

#### Stove/Oven

- Remove stovetop burners (yes, they are removable!) set aside, remove drip trays and place in sink
- clean these trays as you would dishes or follow same instructions as “The Sink”
- Grab your oven cleaner, read and follow instructions on label!
- Place drip trays back and put burners back in.

#### Kitchen Sink

- Coat drains/drain plugs with baking soda, add a little vinegar, solution will bubble, get scrub brush and scrub entire area and rinse with water
- Fridge/Freezer
- De-clutter! Throw away old / expired items.
- Grab your all-purpose cleaner and spray all shelves/wipe clean
- Grab your small box of baking soda and stick in fridge (will trap smell)

#### The Toilet

- Pour toilet bowl cleaner around the upper rim of the toilet bowl – let sit
- Wipe down the outside of the toilet fully with toilet bowl cleaner.
- Use Lysol/disinfecting wipes for the toilet seat, rim, and outside of bowl but remember these are NOT flushable. Put them in the garbage.
- Get your handy toilet bowl brush (yes, you need this) – scrub away then flush

#### The Shower/tub

- Spray your foaming bathroom cleaner everywhere, let sit for a few minutes
- Get a scrubby brush or sponge and put a little elbow grease into it. Rinse down.
- Use vinegar/water mixture on glass doors and taps to make them SHINE.
- The shower room walls/ceiling can get mildew if the fan isn't left on to remove all the moisture, spot clean these areas by using your all-purpose cleaner or homemade one.

#### Washroom Sink

- Coat drains and bottom of sink with baking soda, add a little and scrub those stains away.
- Wipe faucets and taps down with all purpose cleaner/disinfecting wipes.



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